

**JLMC Meeting
September 11, 2017, 9:30 a.m.
Hutton Hearing Room**

Membership: Amanda Bibeau, Cantrece Forest, Jim Joseph, Lesley Kimball, Colin Laverty, Jake Lennon, Karen Richard

Agenda:

1. Review Minutes (6/2017) –
<https://www.strathamnh.gov/town-employee-information/minutes/jlmc-minutes-6212017>
2. Safety Program Review (<https://www.strathamnh.gov/town-employee-information/pages/town-safety-program>)
 - a. Discuss any changes to:
 - XIV Reporting an Accident p. 9
 - XV Accident Investigation p. 9
 - Appendix H Supervisor's Accident Investigation Report Form p. 23
 - Appendix I Employee Accident Report Form p. 25
 - XVI Record Keeping and Posting p. 10
 - XVII Hazardous Materials p. 10
 - XVIII Personal Protective Equipment p. 11
 - XIX Contractors/Outside Service Providers p. 11
 - XX Alternative Duty and Return to Work Programs p. 11
 - b. Next sections for review: (see review schedule)
3. Ongoing Goals/Projects for committee
 - a. Review of Safety Program – In progress; see review schedule
 - b. Safety Inspection form review & edits – committee discussion
 - c. Establish Annual training –
 - i. AED Training debrief – Jim
 - ii. 2017 safety/wellness day – Colin, Jim
 - iii. Injury reporting - posters
 - d. Employee communications
 - i. Create Safety Logo & awareness program - Colin
4. Safety Issues – Follow-up
 - a. PD floor mats (hallways, sally port) - Amanda
5. Health/Wellness Coordinator Report
6. Other Business
 - a. Schedule safety inspections
 - b. Recruitment of new members
7. Next Meeting: Proposed – **Mon. November 13, 2017 9:30 a.m.** Hutton Hearing Room